Title II New Coordinator Conference Call Summary
Thursday, August 7, 2003, 2:00 PM and Friday, August 8, 2003, 10:00 AM

Represented: Westat, the U.S. Department of Education (ED), California, Iowa, New Jersey, Missouri, South Carolina, Washington, West Virginia, and Wisconsin.

General
- Dottie Kingsley and David Chin are the new Title II project team leads at ED.
- Westat's Teacher Quality Service Center contacts for this reporting year are as follows. They can be reached by email, as specified, or by calling 800-937-8281.
    - Alabama through Maine
      Tamara Morse Azar, ext. 5102, TamaraMorse@westat.com
    - Maryland through Rhode Island
      Darcy Pietryka, ext. 4895, DarcyPietryka@westat.com
    - South Carolina through Wyoming and Outlying Areas
      Elizabeth Buckland, ext. 2304, ElizabethBuckland@westat.com

Overview of Reporting Process
- State reports are due October 7, 2003.
- Institutional reports are due April 7, 2004.
- The Secretary's Report is also due April 7, 2004.
- State reports must be completed on-line using the State Reporting System (SRS).
- Much of the report has been pre-loaded from last year, so states should print out their report first and note any changes. (See Report Sections below for information on printing the report.)

Pass Rates
- States should send the Teacher Quality Service Center their pass rates as soon as possible!
- States must use formats of ETS, NES, or templates found in the SRS to submit pass rates via email or CD. States who wish to upload their own pass rates must use ETS files or the templates provided in the SRS.
- Several sections of the SRS are populated from your pass rate files. You will not be able to complete these sections until your pass rates are uploaded.

System Features
- Refer to Section D of the User Manual (found on the Reporting page of the Title II website, www.title2.org) for information on SRS system features.
- Table A.1. in the User Manual outlines the data collection year or cycle for each report section. This information is also listed at the top of each section in the SRS.
- Common buttons in the SRS and their descriptions follow:
    - *Save and Stay*: saves data just entered or edited and remains on the page;
    - *Save and Exit*: saves data just entered or edited and goes back to previous page;
    - *Reset*: resets any recently entered or edited data to last-saved previous values; and
    - *Exit Without Saving*: returns to previous page without saving recently entered or edited data.
- The "Edit List" feature allows states to edit or add list items. Add, edit, or delete items by clicking on the "Add New," "Edit," or "Delete" buttons.

- Single-line text boxes are limited to the space shown. Multiple-line text boxes are not limited. Please be concise when entering text.
- Dates should be entered in the specified format (mm/dd/yyyy).
- A time-out warning will appear if you have not saved data (by clicking on one of the "Save" buttons) in 15 minutes.
- The Teacher Quality Service Center will issue up to two user accounts per state, upon request. If you have more than one user, it is your responsibility to ensure that one writer does not overwrite the other writer's entries. We suggest you track who is using the system and when. If data are overwritten, we can restore it to the previous day only. We cannot restore data lost during the day.

Report Sections
- Sections dealing with policy questions have been preloaded with last year's data.
- Print the report using the "Print Menu" function. We advise you to print each section separately, as some may be lengthy.
- Review all preloaded sections and revise if necessary.
- Double-check all Web links to be sure they are current.
- Contact Information Section of the SRS
    o The individual identified here will be reported as your state's public contact for Title II issues and questions.
- Introduction and Supplemental Sections of the SRS
    o These sections are voluntary.
    o Use these sections to put pass rate information or other data into context.
    o Links to institutional reports may be included here.
    o Contact the Teacher Quality Service Center to restore last year's information for these sections.
- Section I of the SRS: Certification and Licensure
    o This section has been preloaded using last year's data.
    o All definitions are adopted from NASDTEC.
    o Sections I.a., I.b., and I.d.:
        ▪ Answer all questions with either "Yes," "No," or "Not applicable."
        ▪ Expand or amplify answers by using the last question in each section.
        ▪ "Subject area" and "academic content area" are used synonymously. An education degree is not considered a content area degree.
    o Section I.e.:
        ▪ This section is populated from your pass rate files.
        ▪ Indicate if each assessment is required for entry and/or exit.
        ▪ Complete the cut score table, entering each assessment's cut score and high and low scores.
    o Section I.f.:
        ▪ Report data on out-of-field teachers or teachers who have not yet met state certification requirements (provisional or emergency certificates).
- Section II of the SRS: State Teacher Standards
    o Answer "Yes," "No," or "Not applicable" to all appropriate questions.
    o For Section II.b., Question 7, enter a date even if standards have already been implemented. This date is used to flag if standards have been set.
- Section III of the SRS: Pass Rates
    o Send your pass rates to the Teacher Quality Service Center as soon as possible!
    o The third-year cohort data will be reported in the next reporting year, 2004.
- Section IV of the SRS: Assessing Teacher Preparation Programs

- o This section refers to criteria used to assess and identify programs as low-performing.

- Section V of the SRS: Low-Performing Programs
  - o Submit lists of programs identified as low-performing or at-risk.
  - o Low-performing institutions will be required to report this in the institutional report and in their catalogues.
  - o The Title II team will distribute more information on identifying programs as low-performing.
- Section VI of the SRS: Waivers
  - o Report waivers this year in the same way you have the previous two years.
  - o States have the option to report waivers as a snapshot or full-year count.
  - o A revision in the definition and reporting of waivers will take effect in the next reporting year, 2004. You will be required to report a full-year count.
  - o The Title II team will distribute more information about the waiver revision in the near future.
  - o The Title II team is checking with the Census Bureau to verify if high-poverty districts have changed since the last reporting year.
- Section VII of the SRS: Alternative Routes
  - o Report pass rates for each alternative route at the aggregate program level (not the institutional level).
- Section VIII of the SRS: State Efforts to Improve Teacher Quality
  - o States are encouraged to describe their efforts in this area with regard to NCLB and the highly qualified teacher provisions.
  - o Include web links or additional information if appropriate.
- Section IX of the SRS: Certification of Report
  - o This section provides each state with an on-going list of edits or errors that need to be corrected in the report data. Refer to this list on a regular basis and resolve issues as soon as possible. All issues must be resolved before you can certify your data.
  - o You must respond to each and every question in the survey.
  - o State Super Users will receive an email confirmation upon certification of data.

Verification of Data
- States will have ample opportunity to verify data:
  - o Upon closure of the SRS (on October 7, 2003), states will have a two-week period to review data and make any corrections in the SRS.
  - o The Teacher Quality Service Center will be utilizing many edit checks, including rigorous edits on pass rate data. Pass rates with major problems will not be uploaded.
  - o Pass rates and quartile rankings will be mailed via Federal Express to each state for final approval signature.
  - o States will receive tables and charts for the Secretary's Report for final review before the report is printed.
- The Title II team is focused on improving accountability, including improving accuracy and quality of data. Take advantage of these data review opportunities!